

# CAMP POLICY MANUAL

New Minas Recreation



New Minas Recreation  
& Community Development

# Program Overview

Welcome to the Village of New Minas Camp Program!

Our camps are designed to provide children with a safe, active, and engaging environment where they can learn, grow, and have fun. We create meaningful recreation experiences that support physical, social, and emotional development while encouraging creativity, curiosity, and connection.

Each camp blends structured activities with opportunities for free play, teamwork, and exploration. Whether participants are building new skills, trying something for the first time, or making new friends, our goal is to help every child feel confident, included, and excited to be part of the experience.

Through recreation-based programming and positive youth development practices, we focus on creating well-rounded daily experiences that:

- Encourage physical activity and outdoor adventure
- Strengthen teamwork and positive social connections
- Build confidence, independence, and resilience
- Promote respect for others and the environment
- Support inclusive and accessible participation for all

We are committed to providing a welcoming, well-supervised camp environment where children feel safe, supported, and ready to make lasting memories.



# Vision & Mission Statement



## Our Vision

To create a safe, inclusive, and vibrant camp community where every child feels confident, connected, and inspired to grow.

## Our Mission

The Village of New Minas Camp Programs are committed to providing high-quality recreation experiences that promote physical activity, social development, and positive youth growth. Through engaging programming, strong supervision, and inclusive practices, we aim to foster confidence, respect, and lifelong connections within our community.



# Daily Program Information



# Outdoor play

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- Outdoor play is a core part of our camp experience. Participants can expect to spend a significant portion of each day outside engaging in active games, creative exploration, and team activities.
- Outdoor time supports physical health, social development, and overall well-being. Campers will go outside in most weather conditions unless environmental factors (such as extreme heat, unsafe air quality, or severe weather) make it unsafe to do so.
- Please ensure your child is dressed appropriately for the weather each day and brings any necessary items such as a hat, sunscreen, or rain gear.

# Lunch and snacks

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- Camp does not provide lunch or snacks. Participants must bring:
  - A nut-free lunch
  - Two snacks
  - A refillable water bottle
- Please send enough food to last the entire day, as camp activities require energy and hydration. We are a nut-free program to ensure the safety of all participants.

# Environmental responsibility

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- We encourage environmental awareness throughout our camp programming. Participants are guided to respect shared spaces, reduce waste, and participate in recycling efforts.
  - Campers are encouraged to bring reusable containers and water bottles whenever possible.
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# Clothing & What to Bring

Camp is active and hands-on. Participants should wear comfortable clothing that can get dirty and closed-toe footwear suitable for running and outdoor play.



**Change of clothes**



**Weather-appropriate  
outerwear**



**Water Bottle**



**Sunscreen**



**Snacks and lunch**



**Any Required  
Personal Items**

All belongings should be clearly labeled with your child's name. While staff make every effort to prevent lost items, the Village of New Minas is not responsible for lost or damaged personal belongings.



# Health & Wellness

# Health and Wellness

The health and safety of all participants and staff is a priority. To ensure a positive camp experience for everyone, children must be well enough to fully participate in daily activities, including outdoor play. We follow current Nova Scotia Public Health guidelines for communicable illnesses. Families are responsible for following provincial recommendations regarding isolation and return-to-program timelines.

Children must remain home if they are experiencing symptoms of illness as well as if a participant is unable to fully engage in regular camp programming, including outdoor activities, parents/guardians will be contacted for pick-up.

If your child is not feeling well, please keep them home.

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## VOMITING

- If a participant vomits while at camp, parents/guardians will be contacted for pick-up.
- Children must remain home for 24 hours after the last episode of vomiting, without medication, and be feeling well before returning.

## FEVER

- A fever is defined as 38°C (100.4°F) or higher.
- Participants must remain home for at least 24 hours after the fever has resolved without the use of fever-reducing medication.

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## DIARRHEA

- If diarrhea occurs during the camp day, parents/guardians will be notified.
- If symptoms persist or the participant appears unwell, pick-up will be required.
- Children must remain home for 24 hours after the last occurrence without medication.

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## RASHES & COMMUNICABLE CONDITIONS

- Participants may return once symptoms have resolved, open sores are healed or covered, and medical clearance is provided when necessary.
  - This includes, but is not limited to, hand-foot-and-mouth disease, chickenpox, impetigo, and conjunctivitis (pink eye).
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# Head Lice

If head lice are identified:

- Parents/guardians must notify camp staff immediately.
  - Participants must remain home until appropriate treatment has been completed and live lice are no longer present.
  - Families of the group will be notified while maintaining confidentiality.
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# Medication

Camp staff may administer emergency medications (such as epinephrine auto-injectors or inhalers) provided that:

- The medication is in its original container with a pharmacy label
  - A signed medical authorization form is on file
  - Clear written instructions are provided
  - Routine or non-emergency medications are not administered by camp staff unless arrangements have been made in advance with the Recreation Coordinator.
  - All medications must be clearly labeled and will be stored securely.
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# Allergies & Anaphylaxis

All allergies must be disclosed prior to participation in camp, including:

- The allergen
- Severity of reaction
- Signs of exposure
- Emergency response plan

If an epinephrine auto-injector is required, one must be stored at camp at all times along with a signed authorization form permitting staff to administer it.

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# Toileting & Personal Care

Participants must be toilet independent and able to manage personal hygiene without staff assistance. Camp staff are not permitted to assist with toileting or changing clothing following an accident. If a toileting accident occurs, parents/guardians will be contacted for pick-up. In the event of repeated accidents, a discussion may be required to determine whether camp is an appropriate fit at this time.

Families are encouraged to send a labeled change of clothing each day as a precaution. Camp operates as a group-based recreation program, and participants must be able to manage personal care needs independently in order to maintain appropriate supervision and safety for all campers.





# Safety & Emergency Procedures



# Staff Training & Supervision

Camp staff maintain current First Aid and CPR certification and receive training in emergency procedures, behaviour support, and child protection protocols prior to the start of camp. All staff have completed a Criminal Record Check and Vulnerable Sector Check in accordance with municipal policy.

Participants are supervised at all times during camp hours, including during outdoor activities and transitions.

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## Incident & Injury Reporting

If a participant requires first aid during camp hours, an incident report will be completed by staff.

Parents/guardians will be informed at pick-up or sooner if immediate communication is required. Incident reports are signed and maintained on file in accordance with Village procedures. It is the responsibility of parents/guardians to ensure that emergency contact information remains current and accurate.

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## Child Protection & Duty to Report

All camp staff are legally obligated to report suspected child abuse or neglect to the appropriate authorities in accordance with provincial legislation. The safety and well-being of children is our highest priority.

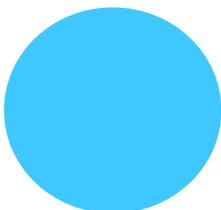
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## Suspected Impairment at Pick-Up

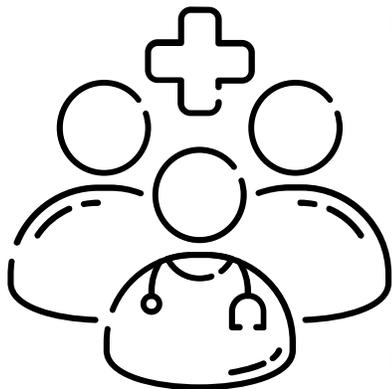
If staff suspect that a person arriving for pick-up is impaired:

- Alternative transportation options may be suggested.
- An emergency contact may be called.
- Local authorities will be contacted if necessary to ensure the safety of the child.

All such incidents will be documented.



# Emergency Medical Treatment

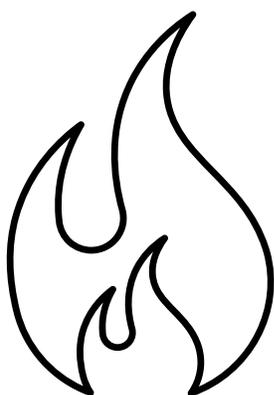


In the event of an injury or medical emergency:

- Parents/guardians will be contacted immediately.
- If necessary, emergency medical services (EMS) will be called.
- A staff member will accompany the participant to the hospital if a parent/guardian cannot be reached right away.

Parents/guardians are responsible for any costs associated with emergency medical treatment or transportation.

# Fire Drills & Evacuation Procedures



Regular fire drills are conducted at the Louis Millett Community Complex to ensure participants and staff are familiar with emergency procedures.

In the event of an evacuation:

- Participants will exit the building using designated routes.
- Attendance will be taken at the designated muster point.
- Families will be contacted as soon as it is safe to do so.

If relocation is required due to an emergency, families will be informed of the alternate pick-up location.

# Emergency Closures



Camp may close due to severe weather, power outages, facility issues, or other unforeseen circumstances.

Families will be notified as soon as possible through established communication channels. Refunds for emergency closures will be handled in accordance with Village policy.



# Behaviour & Participation

# Shared Responsibility

Creating a safe, respectful, and inclusive environment is a shared responsibility between participants, staff, and families. Our approach to behaviour is grounded in clear expectations, positive guidance, and consistent support.

Camp is a place for learning, growth, and relationship-building

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## Participant Expectations

Our program follows a play-based, child-centered approach with structured and unstructured learning activities. These expectations help ensure that camp remains enjoyable and safe for everyone.

Participants are expected to:

### Be Kind

Keep hands, feet, and objects to themselves

### Be Respectful

Toward peers, staff, themselves, and the environment

### Be Safe

Follow instructions and remain within supervised areas

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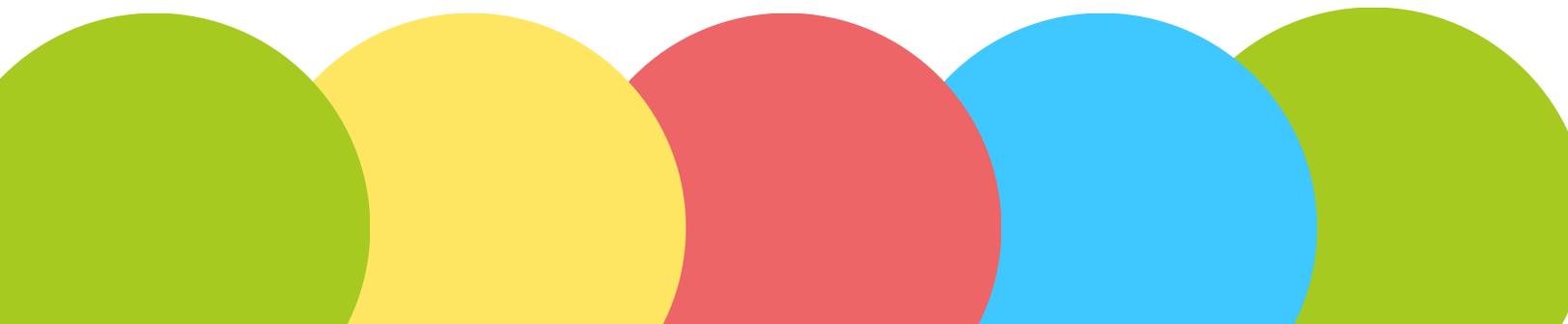
## Behaviour Support Approach

When inappropriate behaviour occurs, staff will:

1. Redirect the participant and review expectations.
2. Provide guidance, coaching, and problem-solving support.
3. Document the incident when necessary.
4. Communicate with parents/guardians if behaviour continues or escalates.

Our goal is always to help participants understand expectations, repair harm when needed, and make positive choices moving forward.

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# Ongoing or Serious Behaviour Concerns

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While our goal is always to guide and support positive behaviour, there are situations where additional steps may be necessary to ensure the safety and well-being of all participants and staff.

If behaviour:

- Poses a safety risk
- Involves aggression, bullying, or repeated disruption
- Includes leaving supervised areas without permission
- Continues despite staff intervention

The following steps may occur:

- Early pick-up may be required.
- A meeting with parents/guardians may be scheduled to review concerns and expectations.
- A behaviour support plan may be developed and implemented.
- Temporary suspension or dismissal may occur if safety cannot be maintained within the group setting.

Decisions regarding suspension or dismissal will be made by the Recreation Director in consultation with staff and families. Each situation will be assessed individually and with careful consideration.

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## Program Fit

Camp is a recreation program designed for group participation in a structured, supervised environment. While we strive to support all participants, there may be circumstances where a child's needs exceed the level of supervision or support that can reasonably be provided within the camp setting.

If this occurs, families will be contacted to discuss concerns, possible supports, and next steps. Our priority is always the safety, well-being, and positive experience of all participants and staff.



# Attendance & Pick-Up Procedures

# Attendance Expectations



Participants are registered for specific camp dates and are expected to attend accordingly. If your child will be absent, please notify the Recreation Office as soon as possible.

Registration fees apply to the full registered period regardless of attendance. Refunds are not issued for missed days due to illness, vacation, or scheduling conflicts.

## Arrival (Drop-Off)

Camp supervision begins at 7:30 AM. Participants should not arrive before this time. Upon arrival, children must be signed in by a parent/guardian or authorized individual.

Camp staff are not responsible for participants who arrive prior to supervision hours.

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## Departure (Pick-Up)

Camp ends at 5:00 PM.

Participants must be signed out by a parent/guardian or an authorized individual listed on the Pick-Up Authorization Form.

For safety purposes:

- Participants will only be released to individuals listed on file.
- Authorized individuals may be required to present valid photo identification.
- Participants will not be released to anyone under the age of 13.
- Children may not leave the facility independently unless prior written authorization has been provided and approved.

Parents/guardians must enter the facility to sign out their child. Participants will not be dismissed to the parking lot without staff confirmation.

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## Late Pick-Up Policy

Timely pick-up is essential to ensure staff scheduling and participant supervision. A late fee of \$1 per minute will be applied for pick-ups after 5:00 PM.

If a participant has not been picked up within 30 minutes of closing and no communication has been received, staff may contact emergency contacts and, if necessary, local authorities to ensure the child's safety.

Repeated late pick-ups may result in a meeting with the Recreation Director and could impact continued participation in the program.

# Daily Schedule Overview

Time	Activity
7:30 – 8:30 AM	Arrival & Free Play in Gym
8:30 – 9:00 AM	Morning Circle
9:00 – 10:00 AM	Outdoor Play
10:00 – 10:30 AM	Snack Time
10:30 – 11:30 AM	Group Craft
11:30 AM – 12:00 PM	Room Games
12:00 – 1:00 PM	Lunch
1:00 – 2:15 PM	Interest Based Activity 1
2:15 – 2:45 PM	Afternoon Snack
2:45 – 4:00 PM	Interest Based Activity 2
4:00 – 4:15 PM	Tidy Room & Reflect on the Day
4:15 – 5:00 PM	Dismissal & Free Play in Gym

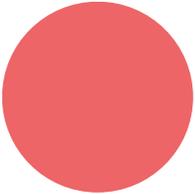
## What are Interest based Activities?

Interest-Based Activities provide participants with the opportunity to explore areas that spark their curiosity and creativity. During this supervised choice period, campers select from a variety of activity options such as crafts, sports, building challenges, group games, or quiet creative stations.

This time encourages independence, decision-making, and positive social interaction while remaining structured and staff-supported. Our team actively guides participation to ensure safety, inclusion, and meaningful engagement.



# Registration & Fees



# Registration Information

Participants must be registered through the Village of New Minas Recreation Department prior to attending camp.

Registration is confirmed only once all required forms are completed and payment has been received (or payment arrangements have been approved).

Camp spaces are limited and filled on a first-come, first-served basis.

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## Payment Methods

Payments may be made through the following methods:

- Online through your Univerus Recreation Account
- In person at the Village of New Minas Office
- E-transfer (as directed by the Recreation Office)
- Debit or credit (where applicable)
- Cheque payable to the Village of New Minas

Payment deadlines will be communicated at the time of registration.

If payment arrangements are required, families must contact the Recreation Office prior to the payment due date.

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## Refund & Withdrawal Policy

If a participant is withdrawn from camp, written notice must be provided to the Recreation Office in advance of the registered camp dates.

Refund eligibility is subject to Village policy and may depend on timing and the ability to fill the vacated space.

Refunds are not issued for:

- Missed days due to illness
- Vacation or scheduling conflicts
- Behaviour-related dismissal
- Emergency closures beyond the control of the Village

All refund decisions are made in accordance with Village of New Minas policy.

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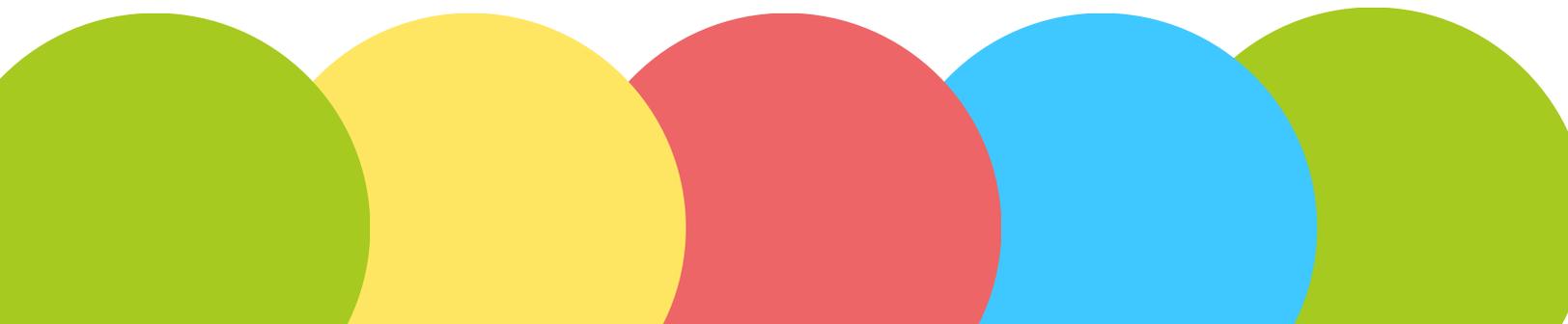


# Fees

Camp fees are outlined in the table below and range in prices due to the different Programs available at the time. Registration for these programs may vary depending on the length or type of camp program.

Participants are registered for specific dates and are charged for the full registered period.

Program	Standard Fee	Extra Information
Summer Camp	\$125 per Week	<ul style="list-style-type: none"><li>• Register for specific Weeks or the whole Summer</li><li>• Weekly or full-session payment</li></ul>
March Break Camp	\$125 per Week	<ul style="list-style-type: none"><li>• One-time payment</li></ul>
After-school Adventure club	\$ Per Week	<ul style="list-style-type: none"><li>• Register for specific days or the whole week</li><li>• Pay per Month or per Semester</li></ul>
Kids Club	\$40 per Session	Saturday Mornings <ul style="list-style-type: none"><li>• Ages 4-6 : 10:00-10:45</li><li>• Ages 7-8 : 11:00-12:00</li></ul>





# Forms & Agreements

## Participation Agreement

I, \_\_\_\_\_ (Parent/Guardian Name), have read and understand the Village of New Minas Camp Manual.

I acknowledge the expectations outlined for participants and families and agree to support my child in following camp policies and procedures.

Participant Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Pick-Up Authorization Form

I, \_\_\_\_\_ (Parent/Guardian Name), authorize the following individuals to pick up:

Participant Name: \_\_\_\_\_

Authorized Pick-Up Individuals:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Only individuals listed above will be permitted to sign out the participant unless written authorization has been provided in advance.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Photo & Media Release

Throughout camp programming, staff may take photos or videos of participants for use in:

- Social media (Village of New Minas platforms)
- Promotional materials
- Website or printed materials

By signing below, I give permission for images of my child to be used for promotional purposes by the Village of New Minas Recreation Department.

Participant Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I do NOT give permission for my child's image to be used.

## Emergency Medical Authorization

I, \_\_\_\_\_ (Parent/Guardian Name), authorize the Village of New Minas Recreation Department to seek emergency medical treatment for:

Participant Name: \_\_\_\_\_ in the event that I cannot be reached.

This authorization includes, but is not limited to:

- Emergency transport
- Hospital treatment
- Administration of emergency medication (if applicable)

I understand that I am responsible for any costs associated with emergency medical treatment.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Medical & Allergy Information

Does your child have any medical conditions?

No

Yes (please specify): \_\_\_\_\_

Allergies (if applicable): \_\_\_\_\_

Emergency Medication Required?

No

Yes (please provide details and ensure medication is supplied)

Additional information staff should be aware of:

Parent/Guardian Initials: \_\_\_\_\_

# New Minas Recreation

The Village Commission of New Minas wishes to support children and youth who otherwise would not have the opportunity to participate in sport, recreation, arts and leisure activities, regardless of their socio-economic situation. To this end, funding is made available to assist children and youth to participate in Village-run and other programs. This funding is made possible through the generosity of local sponsors, and by the Village Commission of New Minas' operating funds. If you wish to apply for this assistance, please click the link to the right for the application and further information.

**Contact us at:**  
(902) 681-6577

**Visit us at:**  
9489 Commercial St, New Minas

